



## Vehicle Use Policy

The vehicles at the ACRF/NSA/AAO site are government-owned vehicles with restrictions regarding who can operate them and the conditions under which they may be operated. The following questions and answers summarize Sandia National Laboratories policy concerning the use of government vehicles at the ACRF/NSA/AAO site.

### ***What kinds of government vehicles exist at the site?***

Presently at the ACRF/NSA/AAO Site in Barrow we have a tan Chevrolet Tahoe, a burgundy GMC Sierra Crew-cab pickup truck, and a white Ford light pickup. Both vehicles are equipped with 4-wheel drive to facilitate access to the CART site under winter conditions. Other vehicles at the site include a gasoline-powered snow-track vehicle/snow cat, and two snow machines. At the ACRF/NSA/AAO Site in Atkasuk, we have a Polaris Ranger 6-wheel all terrain vehicle. See the [Site Safety Orientation](#) document for further policies and details regarding the use of snow machines and all-terrain vehicles.

### ***Who may use these vehicles?***

Employees of Sandia National Laboratories, Pacific Northwest National Laboratories, other DOE laboratories, and other government agencies (e.g. NOAA, NASA) who have a valid driver's license may operate these vehicles subject to the agreement of Walter Brower, ACRF/NSA/AAO Site Facility Manager or his designee. Site Operations have priority over visitor needs. Contractors to any of the above laboratories or agencies may also operate these vehicles PROVIDED THAT they hold a valid drivers license and that the contractor company holds third-party vehicle insurance to cover the operation of government vehicles and equipment by the contractor's employees and agents. Limits must be of at least \$200,000/\$500,000 public liability and \$20,000 property damage. This category of potential users would include universities and other private-sector environmental research and engineering firms.

**Contractors may not use ACRF/NSA/AAO vehicles until written confirmation of appropriate insurance coverage is received at the ACRF/NSA/AAO Sandia Program Office and the ACRF/NSA/AAO Site Manager (Zak) gives written consent to vehicle use.**

### ***Who may use the tracked vehicle/snow cat?***

Under normal circumstances, tracked vehicle/snow cat use is reserved for local site operations personnel only. If you encounter circumstances where this vehicle is needed, please contact Walter Brower for assistance. At his discretion, Walter will either arrange for the necessary help, or provide you with training in the use of the tracked vehicle/snow cat so that you can use it yourself.

### ***Who may not use these vehicles?***

If you have not met all of the requirements given above, you are prohibited from operating these vehicles. Local ACRF/NSA/AAO site personnel have been advised not to bend the rules. The legally prescribed penalties for violating government vehicle use policy are severe.

### ***What constitutes appropriate use of these vehicles?***

It is a Sandia requirement that all government vehicles and equipment (owned, leased, or rented) are to be used for official business only. Any person who knowingly misuses government vehicles or equipment is subject to criminal prosecution. Necessary local travel (for chores, eating out, etc.) is considered official business.

### ***Who determines vehicle use at the ACRF/NSA/AAO site?***

The vehicles at the site are reserved primarily for use by ACRF/NSA/AAO staff responsible for the day-to-day operations of the ACRF/NSA Site; however, vehicle use by site visitors (provided they meet the user criteria above) will be coordinated with the primary users on a non-interference basis. Vehicle sharing arrangements are to be cleared on a day-to-day basis with the senior ACRF/NSA/AAO local staff person in residence at the time of your visit (Walter Brower or his designee). If you are planning on visiting the site, and have already met all of the requirements for vehicle use, still do not assume that you will have ready access to a government vehicle. Contact Walter Brower, 907-852-5818 at Barrow well in advance of your visit to determine government vehicle availability during your stay. If you have not already met the requirements for NSA government vehicle use, contact Kathy Anguiano at the ACRF/NSA/AAO Program Office at Sandia National Laboratories (505-844-7116, [kfangui@sandia.gov](mailto:kfangui@sandia.gov)) to arrange to qualify. It is a lengthy process.

### ***What if I have an accident with a government vehicle?***

If you are involved in an accident with another vehicle or otherwise damage a government vehicle while it is in your possession, you must report the incident to Kathy Anguiano, 505-844-7116, at the ACRF/NSA/AAO Program Office located at Sandia National Laboratories in Albuquerque, within 24 hours. For the Tahoe and GMC truck, you must also report the incident to the General Services Administration office at (800)-325-2958, and FAX a copy of the completed accident report form, which is kept in each vehicle's glove compartment, to both the GSA (FAX (816)-823-3634) and to Kathy (FAX (505) 844-0116). This also holds true for the light Ford pickup. Failure to do so could result in disciplinary action imposed on you by the General Services Administration and could further jeopardize your vehicle privileges at the Site. For an accident with the tracked vehicle/snow cat, fill out the accident report and FAX to Kathy only. It is not a GSA vehicle.

### ***Can I rent a vehicle in Barrow?***

Yes, vehicles are available for rent through UIC Car Rental (907) 852-2700. The Barrow rate for a compact is about \$100/day.

***What other transportation options exist in Barrow?***

Cabs are also plentiful in Barrow. The fare between UIC-NARL and Barrow is \$10. The phone numbers of cab companies are listed in the phone book kept in each duplex unit.

For more information contact Kathy Anguiano, (505) 844-7116, at the ACRF/NSA/AAO Program Office at Sandia National Laboratories.